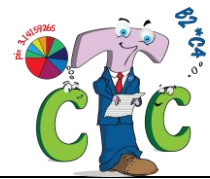# Excel 2011 for Mac
Track Changes

Track Changes in Excel 2011

You can mark changes as you edit a spreadsheet so other reviewers can see where edits were made. Track Changes in Excel 2011 adds a comment to the edited cell. When hovering on the cell with the track, a pop-up displays with the author's name and a description of the changes made.

Turning on Track Changes

1. Click **Tools Menu | Track Changes | Highlight Changes** or click the **Review Tab | Track Changes | Highlight Changes**. The *Highlight Changes* dialog box displays.

2. Click to select the **Track Changes While Editing** checkbox.

Your workbook is now in Workbook Sharing mode. Some features are disabled in Sharing mode.

3. In the **Highlight Which Changes** section, click to select the **When** checkbox to enable the field.

4. Click the **When** field drop-down arrow to display the options **Since I last saved**, **All**, **Not yet reviewed**, or **Since date** and type in the field a date. It is recommended that you select **All**.

5. Click to select the **Who** checkbox and then click the drop-down menu and choose whose changes to track. The options are **Everyone** or **Everyone but me**.

6. To limit tracking to a particular range, click to select the **Where** checkbox and type the name of an existing cell range or table into the **Where** field.

You can also select the range by clicking the select cells button beside the Where field and dragging over the desired area in the worksheet.

7. Click to select the **Highlight Changes on Screen** checkbox if you want Excel to highlight changed cells**.**

If you select this option, Excel gives changed cells special borders and blue-triangle comment indicators that you can hover over to reveal the changes.

8. Click to select the **List Changes on a New Sheet** checkbox to create a new sheet that displays a report of the changes made.

9. **Click OK** to close the *Highlight Changes* dialog box**.** Excel prompts to save the workbook.

*Also, as the workbook is in **Sharing mode**, it can now be opened simultaneously by everyone who has access to the folder.*

Working with Track Changes

1. Make the desired changes.

As you edit or add content to the file, Excel will mark each changed cell and include a comment explaining the changes made (shown right).

2. Hover on the changed cell to display *the Pop-up Comment* containing the authors name and a description of the changes made.

3. To turn off tracking, click **Tools Menu | Track Changes | Highlight Changes** or click the **Review Tab | Track Changes | Highlight Changes**. The *Highlight Changes* dialog box displays.

4. Click the checkbox to deselect **Track Changes While Editing.** Click **OK.**

Accepting Tracked Changes

1. Open the workbook with Tracks.

Please note, the tracks do not display by default. Follow the steps above to turn on tracking and display the tracks.

2. Click the **Tools Menu | Track Changes | Accept or Reject Changes**. You will be prompted to save the Workbook.

3. Click **OK**. The Workbook is saved and the *Select Changes to Accept or Reject* dialog box displays (shown right).

4. Click to select the **When** checkbox and select from the options **Not Yet Reviewed** or **Since Date**

5. Click to select the **Who** checkbox and select from the options **Everyone**, **Everyone but Me**, or select the editor listed.

6. Click to select the **When** checkbox and enter a data range or table.

7. Click **OK**. The *Accept or Reject Changes* dialog box displays (shown right).

8. Click to select from the options **Accept** or **Reject** to clean each track on at a time.

9. Click **Accept All** or **Reject All** to clean up the file in one process.

10. Click **Close** when done.